



Value Added Tax Return

Instructions & Guidelines

Who needs to submit this return?

When and Where does this return need to be submitted?

1. The due date for submitting this return is 21st of every month (or the next business day if the 21st is a holiday). Nevertheless, you are encouraged to file as early as possible.
2. This return must be submitted to the Commissioner General, Guyana Revenue Authority at one of GRA's offices or sites or P.O. Box 10406.

How to fill this Return

3. The Return and all required supporting documents must be submitted. All spaces in the form should be completed. Where a line item is not applicable, you should write **None**, a **-**, or **0** if the item is a numeric field. Failure to do so could result in any enquiry and delay in the processing of your return.
4. The Declaration section must be filled out and Return signed.

Explanation of terms

Header

Term	Description
Period	Enter the year and month of the period this Return covers
Amendment	Tick this box if you are making changes to a Return that was already submitted to the GRA.

Taxpayer Information

Term	Description
Changed?	If the details for the specific line item has changed recently or is different from what information the GRA has, fill in the correct information in the line item and tick this box.

Return Details

Line No.	Term	Description
4	Nil transactions during the period?	If you had no transactions during this period, tick Yes. Otherwise, tick the No box.
5	VAT credits from Previous Months	If you have credits from the previous month, enter this amount

6	Zero-Rated Purchases	
7	Exempt Purchases	
8	Standard Rated Purchases excluding VAT	
9	VAT claimed on local supply of goods and services acquired solely for making taxable supplies	
10	VAT claimed on import of goods and services acquired solely for making taxable supplies	
11	VAT claimed on local supply of goods and services acquired for making mixed supplies	
12	VAT claimed on import of goods and services acquired for making mixed supplies	
13	VAT on Adjustments	Enter here any input under-claimed in previous tax periods.
14	Total Input VAT (add from lines 9 to 13)	
15	Zero-Rated Sales	The total consideration for all your zero -rated supplies made during the tax period must be inserted here. Remember that if you have made exports you should keep all your export documents to show that the goods were actually exported.
16	Exempt Sales	Enter the value of all your exempt supplies.
17	Standard Rated Sales excluding VAT	Enter the tax-exclusive value for all your standard-rated supplies.
18	VAT charged on goods and services during this period	Enter the total output tax due on all supplies made by you in the tax period. Remember to include output tax due on supplies to staff, the sale of business-assets, self-supplies and the full value of goods sold where you received a consideration other than money. Also include here Output VAT on the fair market value of any supplies made by you for no consideration.
19	VAT on Adjustments	Enter here any output tax under-declared in previous tax periods.

20	Total Output VAT (add lines 18 and 19)	
21	VAT on major Capital acquisition included in lines 9 and 10 above. Please attach copy of receipts	If the amount shown in Boxes 9 and 10 include the purchase of capital equipment, enter the total of the VAT incurred on these items. You must submit your documents and/or tax invoices for those purchases. This will help with the verification of your refund claim.
22	VAT paid on goods and services acquired for making mixed supplies	Enter the VAT paid for mixed supplies (Refer to the GRA public information leaflet "Partial Exemption" for additional guidelines).
23	VAT Refundable	
24	VAT Due	
25	VAT Payable	
26	VAT Credit Carried Forward	